Section One: Course Description, Outcomes, and Objectives

Course Description
ENGL 2311: Introduction to Technical and Business Writing is intensive study of and practice in writing within professional settings. The course focuses on the types of documents necessary to make decisions and take action on the job such as proposals, reports, handbooks, e-mail messages, and letters. Students also practice individual and collaborative processes involved in the creation of ethical and efficient documents.

Course Prerequisite: English 1301T, 1301, or equivalent credit.

Course Student Learning Outcomes:
Upon successful completion of this course, students will

- Understand the differences and similarities between academic and technical/professional writing;
- Gain a deeper understanding of how individuals within their selected professional field use writing and communication to do their work;
- Recognize, analyze, and accommodate diverse audiences;
- Produce documents appropriate to audience, purpose, and genre;
- Analyze the ethical responsibilities involved in technical communication;
- Locate, evaluate, and incorporate pertinent information;
- Develop verbal, visual, and multimedia materials as necessary, in individual and/or collaborative projects, as appropriate;
- Edit for appropriate style, including attention to word choice, sentence structure, punctuation, and spelling; and
  Design and test documents for easy reading and navigation.

**Prerequisite: English 1301 or equivalent.

Core Student Learning Outcomes: Upon completion, students will be able to:
- Gather, analyze, evaluate, and synthesize information relevant to a question or issue
- Develop and demonstrate a logical position (i.e. perspective, thesis, & hypothesis) that
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acknowledges ambiguities or contradictions
• Develop, interpret and express ideas through effective written communication
• Consider different viewpoints as a member of a team
• Effectively work with others to support and accomplish a shared goal
• Demonstrate the ability to evaluate choices, actions, and consequences as related to ethical decision making

Course Objectives: In an effort to help you achieve the learning outcomes above, I have prepared lessons, readings, and assignments that will help you:
• Develop skill in expressing yourself orally or in writing
• Learn how to find and use resources for answering questions or solving problems
• Learn to analyze and critically evaluate ideas, arguments, and points of view

Methods of Assessing Learning Outcomes: Core student learning outcomes will be assessed through course assignments.

Section Two: Student Responsibilities, Grading, Assignment Submissions

Required Text & Materials:
• Note taking materials (paper and writing implement)
• Pocket folder or some other way of collecting material for the final Sequence 3—Guide to Writing.

Blackboard (Bb): As a student enrolled in this course, you are enrolled automatically in Blackboard (Bb) for this course. Through Bb you have access to course materials, course assignments, lesson presentations, and a variety of other items throughout the semester. You are required to print out supplemental materials and bring those print-outs to class. Course materials posted in Bb include: course syllabus, assignments, assignment examples, lesson presentations, and a variety of other supplements and aids.

From time to time, course announcements will be delivered through Bb and distributed via ASU email to all students enrolled in the course. You are responsible for updates distributed via ASU email. As a result, you should check your email on a daily basis (especially before attending class).
*If for any reason I am unable to conduct class and as a result it is cancelled, notifications will be communicated through Bb.

**All assignments directed to be submitted in Bb, must be submitted to Bb. This especially means that no assignment will ever be accepted through email.

**Technical Support**: if you have technical problems with Bb, you can contact ASU technical support through one of the following methods:

- Phone: (325) 942-2911
- Email: servicecenter@angelo.edu
- Web: http://www.angelo.edu/services/technology/

**Any course content-related question should be directed toward me.

**Assignment Submission Policies**: Most assignments will be submitted to Bb, although at times additional materials may be required to be turned in with an assignment. Graded Bb submission, along with my comments, will be returned to you in Bb and can be found in your Bb gradebook.

**Late Submissions**: All elements of an assignment (drafts, editing sheets, worksheets, final copies, and/or Bb submissions) are due at the assigned time and date. Late submissions will not be accepted, resulting in a zero for that assignment. Any exceptions must be approved by me on an individual basis, most of the time requiring a visit to my office during my posted office hours.

**Lost Work**: You need to devise a strategy for securely storing digital files and back-up files. You must keep back-up files for all work as hard drives can fail and flash drives can disappear. Back up all your work in multiple locations. I will not accept technological breakdowns or lost files as a valid excuse for missing assignment deadlines.

**Grading**: You are responsible for keeping up with the schedule outlined in the course syllabus. Missing class is not an excuse for a lack of preparedness. Information about changes in the syllabus, content of lectures, and/or changes in assignment deadlines will not be given out by telephone or email, a personal visit to my office is required.
Grade Determination: Grades for the semester will be determined as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Sequence 1</td>
<td>15%</td>
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<tr>
<td>Sequence 2</td>
<td>15%</td>
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<tr>
<td>Sequence 3</td>
<td>25%</td>
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<tr>
<td>Oral Presentation</td>
<td>10%</td>
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<tr>
<td>Quizzes &amp; In-class Participation</td>
<td>5%</td>
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<tr>
<td>Reflections</td>
<td>10%</td>
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<tr>
<td>Peer Review</td>
<td>10%</td>
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<tr>
<td>Final</td>
<td>10%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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**March 28th is the last day to drop. Withdrawal grades will be indicated by W.**

Participation: Participation will constitute 5% of your final grade. I factor in the following when determining your participation grade: reading quizzes, graded in-class group work, peer-review and graded homework assignments. I do not offer make-ups for daily quizzes or exercises. A student must be present to receive credit for in-class exercises.

Peer Review: This class will teach you skills for effectively offering feedback to your peers about their writing and for incorporating peer feedback in your writing. Your grade for the peer review sessions will constitute 10% of your grade. All students will participate in writing workshops during this semester.

Using Student Writing in the Classroom: Sometimes, I may use student writing or Bb postings in the classroom for discussion or workshops. I do this because you can learn things from your peers’ writing that are hard to learn from any other source. This means that each student may have his or her writing (anonymously) discussed by the whole class at some point. If you turn something in to me that you do not want me to share with others, please let me know when you turn it in. If you have concerns about this please let me know.

Plagiarism Policy: Plagiarism is a type of academic dishonesty. It occurs when writers deliberately use another person’s language, ideas, or materials and present them as their own without acknowledging the source. This class will cover plagiarism in great detail; so, there is little excuse for failing to understand what constitutes plagiarism or the consequences that will result.
Types of Plagiarism: Plagiarism can include any of the following:

- Failing to quote material taken from another source
- Failing to cite material taken from another source
- Submitting writing that was written by another person or for another class
- Submitting writing that was substantially edited by another person

Procedures for Handling Plagiarism Cases: If an instructor thinks a student may have plagiarized, he or she will follow these steps:

- Meet privately with the student to discuss the assignment in question and the evidence of plagiarism
- Identify the appropriate consequence

Possible Consequences: The instructor and the English Department Chair decide the academic consequences to be imposed, depending on the seriousness of the violation. Sanctions include the following:

- Adequately redo or revise the assignment in question
- Fail the assignment in question
- Fail the class, or
- Be subject to more severe sanctions imposed by the Dean of Students

Section Three: Course Policies & Services

Attendance Policy: “Because this is a student-oriented class, regular attendance is required. Each student will be allowed five (5) absences. When the allowed number of absences has been exceeded, the student automatically fails the course. Classes begin promptly at the designated time, and roll will be called at the beginning of class. Once roll is taken, the door to the classroom will be closed and locked. No one will be admitted after that time.

Attendance is more than simply occupying a chair. Students who fail to have required homework or are unprepared for class (lacking materials to take notes, assignment hand-outs, workshop drafts, or other required materials) may be marked as absence. Participation in classroom activities is required. If in my opinion a student is not participating, I reserve the right to count that student absence (this includes laying heads on desk, sleeping, messing with a cell phone or other device, or carrying on conversation unrelated to classroom activities).
Exceptions: There may be at times special circumstances that might require addition consideration on my part (such as medical emergencies). In such cases, the student must contact me as soon as possible. Only after I have been contacted and clear documentation has been submitted substantiating the emergency, will any additional consideration be given.

Students who are participating in sanctioned university events have an excused absence; however, students missing class for a school sanctioned event are still responsible for meeting all assignment requirements and deadlines and providing notification before the absence occurs.

The Writing Center: When necessary, you may be referred to the Writing Center for tutoring. Referrals are not a form of punishment but are mandatory. When you go to the Writing Center, you must allow the Center to send me an email concerning the visit. Failure to comply with a referral can have a serious impact on subsequent assignment grades. The Center is located on the third floor of the Porter Henderson Library, Room C305. The Center’s hours of operations are as follows:

- Monday-Thursday: 9:30 a.m. to 4 p.m.
- Wednesday evening: 6 p.m. to 8 p.m.
- Friday: 9:30 a.m. to noon
- Sunday: 1 p.m. to 4 p.m.

ACADEMIC HONESTY

Academic Integrity

Students are expected to maintain complete honesty and integrity in all work. Any student found guilty of any form of dishonesty in academic work is subject of disciplinary action and possible expulsion from ASU.

The College of Science and Engineering adheres to the Statement of Academic Integrity.

Plagiarism

Plagiarism is a serious topic covered in ASU’s Academic Integrity policy in the Student Handbook. Plagiarism is the action or practice of taking someone else’s work, idea, etc., and passing it off as one’s own. Plagiarism is literary theft.
In your discussions and/or your papers, it is unacceptable to copy word-for-word without quotation marks and the source of the quotation. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list.

Papers are subject to be evaluated for originality via Turnitin. Resources to help you understand this policy better are available at the ASU Writing Center.

**Copyright Policy**

Students officially enrolled in this course should make only one printed copy of the given articles and/or chapters. You are expressly prohibited from distributing or reproducing any portion of course readings in printed or electronic form without written permission from the copyright holders or publishers.

**SPECIAL ACCOMODATIONS:**

**Student Disability Services:**

ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA) and subsequent legislation.

Student Disability Services is located in the Office of Student Affairs, and is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student’s responsibility to initiate such a request by contacting an employee of the Office of Student Affairs, in the Houston Harte University Center, Room 112, or contacting the department via email at ADA@angelo.edu. For more information about the application process and requirements, visit the Student Disability Services website at www.angelo.edu/ADA.

**Student Absence for Observance of Religious Holy Days:**

“A student who intends to observe a religious holy day should make that intention know in writing to the instructor prior to the absence.”

**Title IX at Angelo State University:**

Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. In accordance with Title VII, Title IX, the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE), and other federal and state laws, the University prohibits discrimination based on sex, which includes pregnancy, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The
term includes sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence (domestic violence or dating violence), sexual violence, and any other misconduct based on sex.

You are encouraged to report any incidents involving sexual misconduct to the Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator, Michelle Boone, J.D. You may submit reports in the following manner:

**Online:** [www.angelo.edu/incident-form](http://www.angelo.edu/incident-form)

**Face to Face:** Mayer Administration Building, Room 210

**Phone:** 325-942-2022

**E-Mail:** michelle.boone@angelo.edu

Note, as a faculty member at Angelo State, I am a mandatory reporter and must report incidents involving sexual misconduct to the Title IX Coordinator. Should you wish to speak to someone in confidence about an issue, you may contact the University Counseling Center (325-942-2371), the 24-Hour Crisis Helpline (325-486-6345), or the University Health Clinic (325-942-2171).

For more information about resources related to sexual misconduct, Title IX, or Angelo State’s policy please visit: [www.angelo.edu/title-ix](http://www.angelo.edu/title-ix).

**CLASSROOM BEHAVIOR POLICIES**

- Students are expected to behave as adults—this is not high school.
- Active engagement in classroom activities is required.
- Students who sleep or disrupt the classroom will be asked to leave the room and counted absence.
- Continuous disruptions in the classroom will result in disciplinary action.
- Leaving the classroom during class is disruptive. Personal needs should be taken care of before class. Students who continually leave the classroom during class will be asked to leave and counted absence.
- No cell phones or other electronic devices are allowed in the classroom during class. Students who violate this rule by having cell phones out or using an electronic device during class, can be asked to leave the class and counted absence.
- No food or drinks are allowed in the classroom.
Section Four: Course Syllabus

Readings: Assigned reading are due the day following the date the assignment appears in the syllabus. The content of each reading may or may not be discussed in the lecture; however, you are responsible for having an understanding of the reading assignment and participation in classroom discussions. In-class visual presentations and other course materials will be made available through Bb from time to time; you are also responsible for those materials.

Quizzes, Workshops, and Classroom Exercises: Students missing class should make it a point to visit with me in my office about missed materials; however, quizzes, workshops, and/or in-class exercises usually cannot be made up. If you miss class, do not send me an email about what you missed in class. You must visit with me in my office during my posted office hours.

Syllabus Schedule: The schedule for this course is likely to change at some point. Any changes to the schedule will be announced in class and via Bb email. Students missing classes are also responsible for any schedule changes. Students who miss class are also responsible for being prepared for the next class. Students who are not prepared with the necessary materials can be counted absence.

Week One
Tuesday 1/14
Introduction

Thursday 1/16
Classroom Discussions:
*Course Description/Syllabus & Discourse Communities

Homework:
*Log onto Bb and explore this course
*Explore “What Can I do with This Major” web link available in Bb.
*Read “Profiles” on pgs. 224-234 in NFGTW 4th Ed.
*Read “Profiles” on pgs. 233-245 in NFGTW 5th Ed.

Week Two
Tuesday 1/21
Classroom Discussions:
*Discourse Communities
*Ice-breaker—discuss your major and the types of writing you’ve completed in college so far.
Homework:
* Read “Doing Field Research” on pgs. 436-468 in *NFGTW 4th Ed.*
* Read “Doing Field Research” on pgs. 477-488 in *NFGTW 5th Ed.*

**Thursday 1/23**

**Classroom Discussions:**
* Sequence One-Profile
* Discourse Communities

**Week Three**

**Tuesday 1/28**

**Classroom Discussions:**
* S1LSA1 Assignment—Proposal
  * Selecting and contacting an interviewee
  * Note-taking

**Homework:**
* Begin S1LSA1—Proposal
* Read “Rhetorical Situations” on pages in *NFGTW*
* Read “The Concept of Discourse Community” (PDF posted in Bb)

**Thursday 1/30**

**Classroom Discussions:**
* Discourse Community and Rhetorical Situations
* The six characteristics of discourse communities.

**Homework:**
* Continue working on S1LSA1
* Read “Exploring Genre: A College Writer’s Tool for Understanding Writing” and “portions of “Coaches Can Read Too” (PDFs posted in Bb)

**Week Four**

**Tuesday 2/4**

**Classroom Discussions:**
* Mode of communication in various discourse communities
* Conducting an interview
* Interview script—recording and taking useful notes
* Taking a portrait of the interviewee

**Homework:**
* Develop and bring to class 20 interview questions based on the six characteristics of a discourse community
* Continue revising S1LSA1

**Thursday 2/6**

**Classroom Discussions:**
* Mini Grammar Lesson

**Homework:**
* Read James Hamblin’s “Living Simply in A Dumpster” on pgs. 885-892 in *NFGTW 4th Ed.*: pgs. 915-922 *NFGTW 5th Ed.*
Friday 2/7  

Due to Blackboard by midnight S1LSA1—Proposal/Memo

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**Week Five**

**Tuesday 2/11**

Classroom Discussions:

*S1LSA2—Profile Analysis*

*Sample writing assignments*

*Sample Profiles*

Homework:

*Read Bob Baker’s “Jimmy Santiago Baca as Lifesaver” on pgs. 893-897 *NFGTW 4th Ed.*

*Read Ana Pacheco “Street Vendors: Harvest of Dreams” beginning on page 923 *NFGTW 5th Ed.*

**Thursday 2/12**

Classroom Discussions:

*Analyzing strategies*

Homework:

*Read Tatiana Schlossberg’s “At This Academy, the Curriculum in Garbage” beginning on page 905 in *NFGTW 4th Ed.*: page 933 *NFGTW 5th Ed.*

*Begin S1LSA2 draft for workshop the following class

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**Week Six**

**Tuesday 2/18**

Workshop:

*Peer-review*—draft of S1LSA2 (If you do not have a draft, you cannot participate in the workshop. You must have a digital file that can be loaded onto the computer for the workshop. If you do not have a digital file, you will not receive peer-review credit and will be given a grade of zero for the workshop.

Homework:

*Continue working on S1LSA2 for submission

**Thursday 2/20**

Workshop:

*Peer-review*—draft of S1LSA2 (If you do not have a draft, you cannot participate in the workshop. You must have a digital file that can be loaded onto the computer for the workshop. If you do not have a digital file, you will not receive peer-review credit and will be given a grade of zero for the workshop.)

Classroom Discussions:

*Sequence 1 Capstone--Profile Assignment*
*Drafting the profile

**Homework:**
- Complete S1LSA2 for submission
- Begin drafting Profile. **(If you have not conducted your interview by this time, you need to visit with me in my office.)**

**Friday 2/21**
Due to Blackboard by midnight S1LSA2—Profile Analysis

**Week Seven**
**Tuesday 2/25**
Classroom Discussions:
- Formatting your profile
- Repurposing interview data for profile
- Selecting and incorporating images

**Homework:**
- Continue Working on Profile

**Thursday 2/27**
**Workshop:**
- **Peer-review**—draft of profile (If you do not have a draft, you cannot participate in the workshop. You must have a digital file that can be loaded onto the computer for the workshop. If you do not have a digital file, you will not receive peer-review credit and will be given a grade of zero for the workshop.)

**Homework:**
- Continue revising profile
- Bring printout of “How to Quote” (PDF posted in Bb) to next class

**Week Eight**
**Tuesday 3/3**
**Workshop:**
- **Peer-review**—draft of profile (If you do not have a draft, you cannot participate in the workshop. You must have a digital file that can be loaded onto the computer for the workshop. If you do not have a digital file, you will not receive peer-review credit and will be given a grade of zero for the workshop.)

**Classroom Discussions:**
- How to insert quotations in your profile

**Homework:**
- Continue revising Profile

**Thursday 3/5**
**Workshop:**
- **Peer-review**—draft of profile (If you do not have a draft, you cannot participate in the workshop. You must have a digital file that can be loaded onto the computer for the workshop. If you do
not have a digital file, you will not receive peer-review credit and will be given a grade of zero for the workshop.)

Friday 3/6 Due to Blackboard by midnight Sequence One—Profile

Week Nine Spring Break

Week Ten
Tuesday 3/17 Classroom Discussions:
*Sequence Two—Annotated Bibliography
*Finding sources using USearch
*Evaluating sources
*S2LSA1—Source Analysis
*Formatting S2LSA1
Homework:
*Read “Reading in Academic Contexts” pgs. 10-32 & “Guiding Your Reader” pgs. 344-349 in NFGTW
*Find an academic article (using USearch) and a layman’s article (using Google) on the same subject and bring both articles to the following class.

Thursday 3/19 Due to Blackboard by midnight Profile Reflection
Classroom Discussions:
*Analyzing and comparing various writing styles for various discourse communities.
*Comparing a web source to an academic source
*Active Reading vs. Passive Reading
*S2LSA2—Bibliographic citations
Homework:
*Read “Developing a Research Plan" pgs. 435-444 in NFGTW
*Begin analysis of your two articles
*Find two additional academic sources and bring to following class (The annotated bibliography requires four sources; as a result, you will need two additional sources to combine with your original S2LSA1 sources. You can opt to replace the layman’s source with an additional academic source is you want.)

Friday 3/21 Due to Blackboard by midnight S2LSA1—Source Analysis

Week Eleven
Tuesday 3/24 Classroom Discussions:
*Plagiarism
* Quotations, paraphrasing, and summarizing sources
*Annotated Bibliography
*Citation styles & In-text citations
*Profile Reflection assignment

**Homework:**
*Review “How to Quote”
*Format in APA all four of your sources
*Read “Annotated Bibliographies” pgs. 188-196 in *NFGTW*

**Thursday 3/26**

**Workshop:**
*Peer-review*—Bibliographic Citations (If you do not have a draft, you cannot participate in the workshop. You must have a digital file that can be loaded onto the computer for the workshop. If you do not have a digital file, you will not receive peer-review credit and will be given a grade of zero for the workshop.)

**Classroom Discussions:**
*Writing annotations
*Annotated Bibliography Format

**Workshop:**
*Peer-review*—Bibliographic Citations (If you do not have a draft, you cannot participate in the workshop. You must have a digital file that can be loaded onto the computer for the workshop. If you do not have a digital file, you will not receive peer-review credit and will be given a grade of zero for the workshop.)

**Homework:**
*Begin drafting annotated bibliography
*Read selection in “Documentation” pgs. 496-578 in *NFGTW* (specific instruction about this reading will be given)

**Friday 3/27**

Due to Blackboard by midnight S2LSA2—Bibliographic Citations and Profile Reflection

**Week Twelve**

**Tuesday 3/31**

**Workshop:**
*Peer-review*—Annotated Bibliography (If you do not have a draft, you cannot participate in the workshop. You must have a digital file that can be loaded onto the computer for the workshop. If you do not have a digital file, you will not receive peer-review credit and will be given a grade of zero for the workshop.)

**Classroom Discussions:**
*Effective annotations
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**Homework:**
* Revise annotated bibliography

**Thursday 4/2**

**Workshop:**
* **Peer-review**—Annotated Bibliography (If you do not have a draft, you cannot participate in the workshop. You must have a digital file that can be loaded onto the computer for the workshop. If you do not have a digital file, you will not receive peer-review credit and will be given a grade of zero for the workshop.)

**Classroom Discussions:**
* **Sequence Three—Guide to Writing**
* **Annotated Bibliography Reflection assignment**

**Homework:**
* Begin gathering information required by the assignment instructions
* Review student examples of writing guides
* Begin planning for Guide to Writing
* Complete and submit Sequence Two—Annotated Bibliography

**Friday 4/3**

**Due to Blackboard by midnight Sequence Two—Annotated Bibliography**

**Week Thirteen**

**Tuesday 4/7**

**Classroom Discussions:**
* Review student examples
* Formatting the guide
* Using templates
* Organizing information

**Homework:**
* Begin drafting Annotated Bibliography Reflection

**Tuesday 4/9**

**Workshop:**
* **Peer-review**—Guide to Writing (If you do not have a draft, you cannot participate in the workshop. You must have a digital file that can be loaded onto the computer for the workshop. If you do not have a digital file, you will not receive peer-review credit and will be given a grade of zero for the workshop.)

**Classroom Discussions:**
* Inserting and using graphic images

**Homework:**
Continue drafting Guide to Writing

**Friday 4/10**

**Due to Blackboard by midnight Annotated Bibliography Reflection**
Week Fourteen
Monday 4/14  Workshop:
*Peer-review—Guide to Writing (If you do not have a draft, you cannot participate in the workshop. You must have a digital file that can be loaded onto the computer for the workshop. If you do not have a digital file, you will not receive peer-review credit and will be given a grade of zero for the workshop.)

Homework:
*Continue revising guide to writing

Wednesday 4/16  Workshop:
*Peer-review—Guide to Writing (If you do not have a draft, you cannot participate in the workshop. You must have a digital file that can be loaded onto the computer for the workshop. If you do not have a digital file, you will not receive peer-review credit and will be given a grade of zero for the workshop.)

Homework:
*Continue revising guide to writing

Friday 4/17  Due to Blackboard by midnight Sequence Three—Guide to Writing

Week Fifteen
Tuesday 4/21  Classroom Discussions:
* Oral Presentations
* Content

Homework:
*Continue revising guide to writing

Thursday 4/23  Classroom Discussions:
* Oral Presentations
* Content
* Using visuals in presentations
* Presentation Schedule
**Week Sixteen**
Tuesday 4/28  Oral Presentations
Thursday 4/30  Oral Presentations

**Week Seventeen**
Tuesday 5/7  English 1302-040
            English 1302-050
Thursday 5/9  English 1302-030